

# ST JOSEPH'S COLLEGE (AUTONOMOUS) BANGALORE

## DOCUMENTATION CENTRE

1. Name of the Department/Association.....

2. Office bearers

President/Chairman	Secretary	Jt Secretary	Treasurer

3. Activity/Programme conducted

Date	Time	Duration	Programme	Venue

4. Nature of the programme:

Class	Inter-Class	Inter - Departmental	Inter - Collegiate	State Level	National	International

5. Who is organizing?

Staff	Committee of staff and students	Only students	Collaboration with .....	Outside agency

6. Who is Funding?

Self financed	College	Agency/Company (specify name)	UGC	State/Central Govt

7. If self financed what is the mode of collection of funds?

Advertisements	Sponsorship	Souvenir	Contribution by students/parents	Any Other

8. For who is the programme organized? Who are the beneficiaries?

Staff	Students	Both	Public	Parents

9. Purpose of organizing the programme? (aims and objectives in brief)

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10. Participation

Students of the Dept.	Students of other Depts.	Staff of the Dept.	Staff of other Depts.	Public	Management

11. Sharing of responsibilities: Write names of various committees and names of people who have undertaken responsibilities under each committee.


12. Involvement of staff and students of other Departments.

13. Names of the invited guests and their correct designation: Inaugural

Chief Guest	President	Guest of Honor	Guest of Honor	Guest of Honor

14. Names of the invited guests and their correct designation: Valedictory

Chief Guest	President	Guest of Honor	Guest of Honor	Guest of Honor

15. General feed back of the programme : (10 = excellent)

1	2	3	4	5	6	7	8	9	10

**Please attach a consolidated feedback from the participants.**

16. Attachments: (also mention the number under each category)

Write Up	Photographs	Videos	News report/paper cuttings	Any other	Soft copy Submitted/ not submitted

17. What was so unique about the programme?: (may be a lecture/Talk by a renowned Scientist, Statesman, Economist, Social Scientist, Renowned Social Activist.....etc)

- Talk by.....was informative/ full of humour
- Punctuality
- Presentation was fantastic
- Slides were informative
- Audience participation

Submitted by: .....

*Note; Draft to be sent to the following E-mail id: doc.sjc.2012@gmail.com. Along with this format you may submit a report/videos/phtogrtaphs.*